

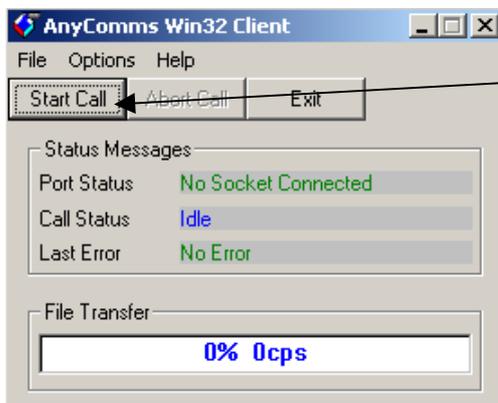
**Education Financial & ICT Services**  
**LM ACCOUNT**  
**Loading the Revised Subjective Code List for 2004/2005**

Various subjective codes have been added or amended on the subjective code list. A revised list is available via the AVCO Anycomms System. This needs to be loaded into your LM Account, to ensure that the correct codes are available, by following the instructions below.

**To collect the files:**



Double click on Anycomms Client on the desktop.

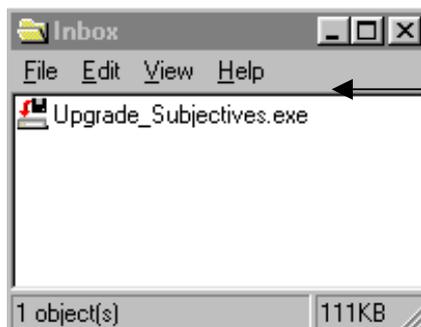


Click Start Call. If you get any error messages please phone the ICT Helpdesk on 0845 303 3003.

A text message will be shown when the call is complete.



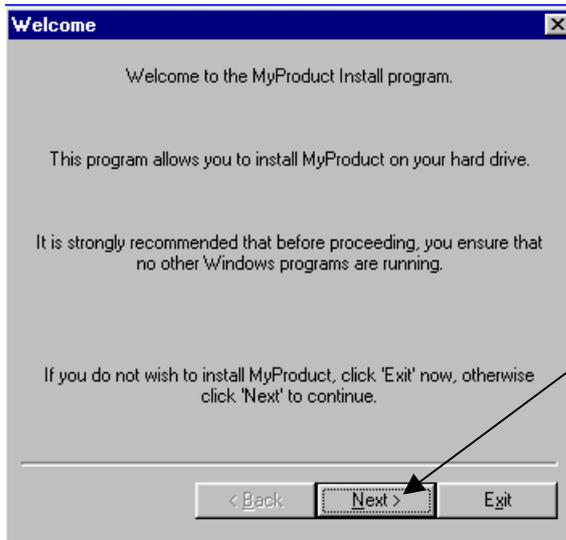
From the Desktop open the **Inbox** Folder



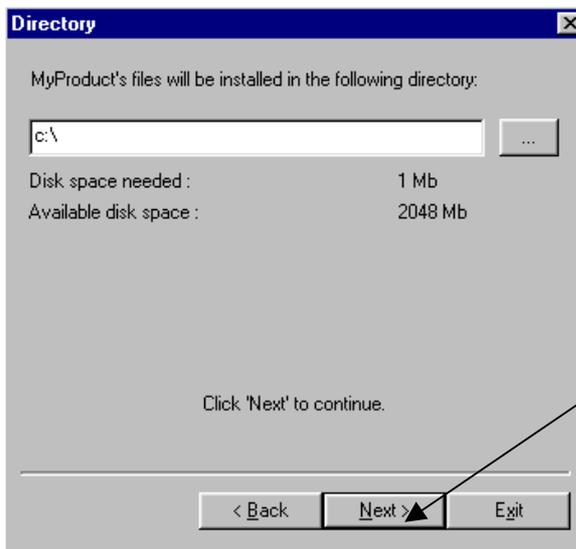
Double click on **Upgrade\_Subjectives.exe**

**(Note:** if AVCO is on a different machine copy & paste **Upgrade\_Subjectives.exe** on to a floppy disk, open the disk on the machine that has the LM Account on. Double click on **Upgrade\_Subjectives.exe** & continue with the instructions.

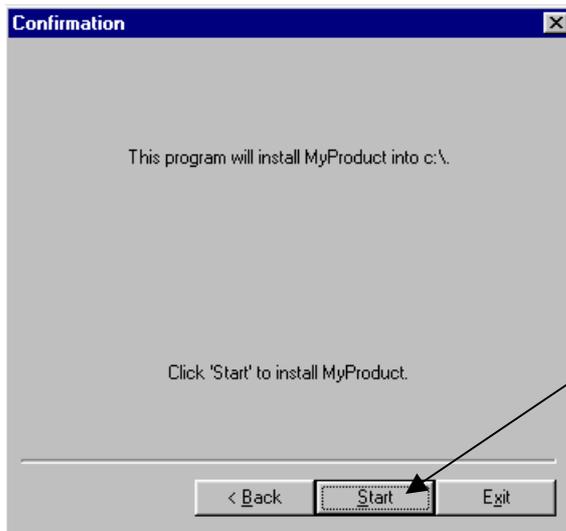
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Click **Next**

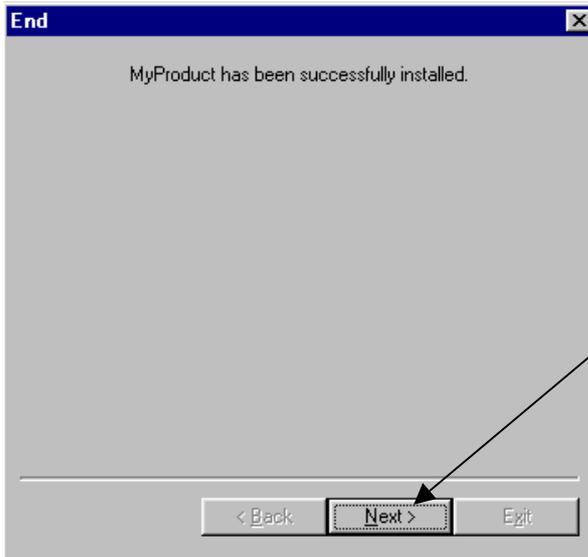


Click **Next**



Click **Start**

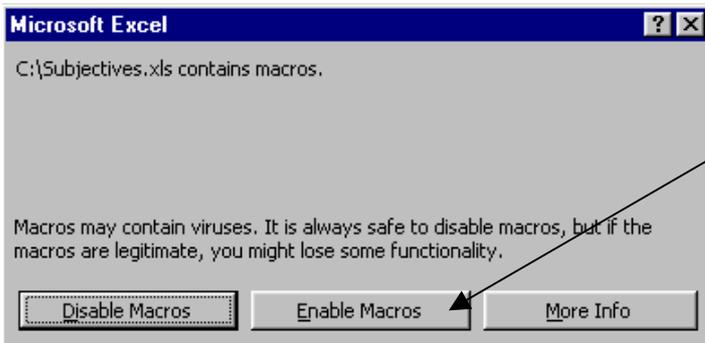
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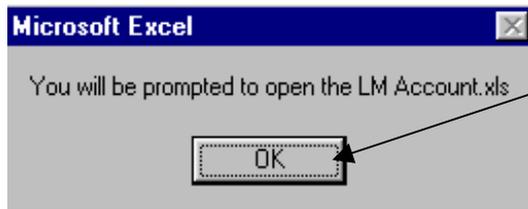
From the desktop, double click on **Subjective code update:**



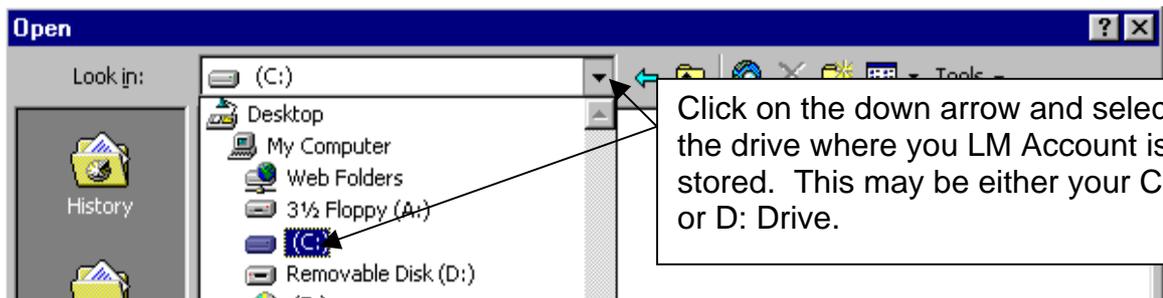
**Education Financial & ICT Services**  
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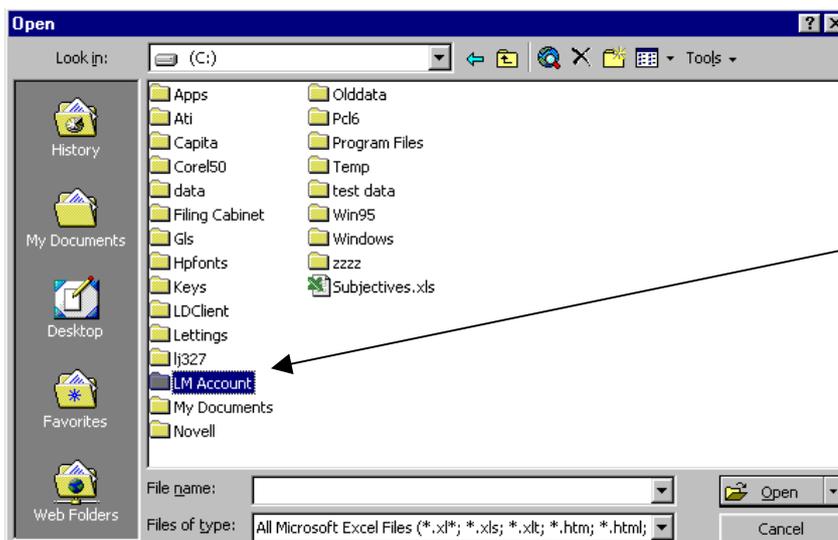
Click Enable **Macros**



Click **OK**

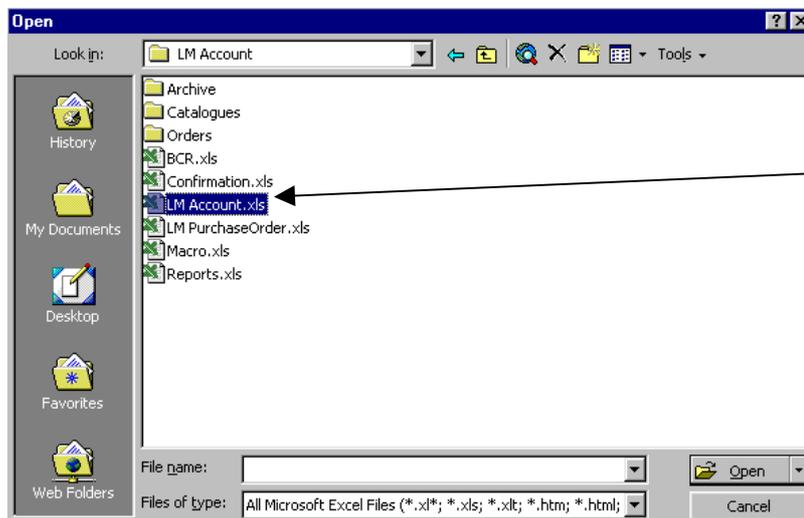


Click on the down arrow and select the drive where you LM Account is stored. This may be either your C: or D: Drive.



Double Click on the **LM Account** folder

**Education Financial & ICT Services**  
**LM ACCOUNT**  
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Double click on **LM Account.xls**  
(Note: you may not be able to see the .xls)

The subjective list will now be loaded. When your screen returns to the desktop the subjective code update has been completed.

**Subjective code update** can be deleted from the Desktop and **Upgrade\_Subjectives.exe** can be deleted from the Inbox.

If you wish to print a revised coding list please go to the Education Financial website at: <http://efs.norfolk.gov.uk/index.htm>, select **Budget Area 2004/2005** then **Subjective Code List**